

SECURE PROPERTIES, LLC

RENTAL POLICY & CRITERIA

GENERAL RENTAL CRITERIA

1. You must be able to present valid, current photo identification such as a Driver's License, a Military or State Identification Card, or Passport.
2. A copy of your Social Security Card or Immigration Visa is also required.
3. A complete and accurate Application listing the current, and at least one previous, verifiable rental reference and phone numbers is required. Incomplete applications will not be fully processed.
4. Each applicant will be required to qualify individually.
5. Applicants must be able to enter a legally binding contract.
6. Incomplete, inaccurate or falsified information will be grounds for denial.
7. Any applicant currently using illegal drugs (as defined under federal or state law) will be denied. If approved for tenancy and illegal drug use is later discovered, eviction will result.
8. Any individual who may constitute a direct threat to the health and safety of an individual, the rental property, or the property of others will be denied.

I. Application Process (Steps to become a resident with Secure Properties)

1. Select your rental home.
2. Complete the Application using our designated online form.
3. Pay your non-refundable application fee of \$20.00 per applicant.
4. Be prepared to wait at least one business day for the information on your Application to be verified.
5. We do NOT hold rentals more than 14 days once an applicant is approved! If approved, you will have 72 hours to Sign a Lease Agreement, Schedule Utilities to be Transferred, and Pay the required Security Deposit & 1st Month's Rent via MONEY ORDER made payable to Secure Properties, LLC

II. Occupancy Policy

1. Our guidelines allow 2 persons per bedroom plus one additional person per rental unit.
2. Occupancy will be limited to the persons indicated on the original rental application and lease only, unless otherwise agreed in writing.
3. Any proposed additional tenants must complete a rental application and be processed and approved through this same tenant screening process prior to occupying the rental unit.

III. Income Requirements

1. Monthly household NET income must be equal to or greater than 3 times the monthly rent rate.
2. Verifiable income may include, but is not limited to: bank accounts, alimony/child support, trust accounts, social security, unemployment benefits, welfare, and grants/loans.
3. If two or more applicants apply jointly and one is unemployed, the applicant may be conditionally approved provided that the combined monthly household NET income requirement is met.
4. For applicants using employment income, we require that you provide your employer's contact information including name, address, email and/or fax number and pay stubs for the last 60 days'
5. Self-employed applicants will be required to show proof of income by providing copies of their previous two (2) years signed tax returns or IRS 1099 forms.
6. A co-signer will only be used for students without verifiable income OR applicants with good credit that meet our income requirements but do not have prior rental history.
7. Your application will be denied if your source or amount of income cannot be verified.

IV. Rental Requirements

1. Six months of verifiable rental history from a third party landlord is required.
2. Home ownership will be verified through the county tax assessor's office. Mortgage payment history must reflect no more than four late payments in the past two years and must be current at time of rental application. Additional late payments will result in denial.
3. Three years of eviction-free rental history will be required; evictions that resulted in a judgment for the applicant or were dismissed will not be considered.
4. Identifiable outstanding Landlord debt will result in denial. (A non-refundable \$150 High-Risk Tenant fee will be accepted when judgments, claims, and past due rent or other charges have been paid/satisfied and no additional negative information has been documented).
5. Rental history demonstrating documented lack of compliance will result in denial of the application if the previous manager(s) would not re-rent.
6. Rental history demonstrating residency, but not third party rental history, will require a non-refundable \$150 High-Risk Tenant fee.
7. Three or more 7 day notices during the past year or in the last year of the most recent rental tenancy will result in the denial of the rental application.
8. Two or more NSF checks during the past year or in the last year of the most recent rental tenancy will result in the denial of the rental application.

V. Credit Requirements

1. Except as provided below or landlord debt under section IV 4. above, outstanding bad debt appearing on the credit bureau report which totals more than \$1,500 will require a non-refundable \$150 High-Risk Tenant fee.
2. Outstanding collections of (5) or more accounts in the past two years reported on the credit report, exclusive of medical collections, will result in denial. Prior bankruptcy will require a non-refundable \$150 High-Risk Tenant fee as a condition of tenancy. Poor credit history after bankruptcy will result in denial.
3. Credit reports reflecting slow pay of three accounts or more will require a non-refundable \$150 High-Risk Tenant fee.

VI. Criminal Criteria

Upon receipt of the rental application and application fee, Secure Properties, LLC will conduct a search of public records to determine whether the applicant or any proposed tenant has charges pending for, been convicted of, or pled guilty or no contest to, any: drug-related crime; person crime; sex offense; crime involving financial fraud, including identity theft and forgery; or any other crime if the conduct for which the applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of residents, the landlord or the landlord's agent.

A single conviction, guilty plea, no contest/stood mute plea or pending charge for any of the following shall be grounds for denial of the rental application. If there are multiple convictions, guilty pleas or no contest pleas on the applicant's record, Secure Properties, LLC may increase the number of years by adding together the years in each applicable category. Secure Properties, LLC will not consider expunged records.

- a. Felonies involving: murder, manslaughter, arson, rape, kidnapping, child sex crimes, manufacturing or distribution of a controlled substance unless applicant provides evidence acceptable to Secure Properties, LLC that applicant has been crime free for at least 10 years since the later of:
 - i) the date of release from incarceration; or ii) completion of parole.
- b. Felonies not listed above involving: drug-related crime; person crime; sex offense; crime involving financial fraud, including identity theft and forgery; or any other crime if the conduct for which the applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of the residents, the landlord or the landlord's agent, where the date of disposition has occurred in the last 7 years.
- c. Misdemeanors involving: drug related crimes, person crimes, sex offences, weapons, violation of a restraining order, criminal impersonation, criminal mischief, stalking, possession of burglary tools, financial fraud crimes, where the date of disposition has occurred in the last 5 years.
- d. Misdemeanors not listed above involving: theft, criminal trespass, property crimes or any other crime if the conduct for which the applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of the residents, the landlord or the landlord's agent, where the date of disposition has occurred in the last 3 years.
- e. Conviction of any crime that requires lifetime registration as a sex offender will result in denial.

VII. CO-SIGNER QUALIFICATIONS

1. Verifiable monthly income must equal a minimum of five times the applicant's rent.
2. Outstanding bad debt will result in denial of the co-signer (i.e. slow pay, collections, repossessions, liens, judgments and wage garnishment programs).

VIII. DENIAL PROCESS

If your application has been denied and you believe that you are qualified as a resident under the criteria set out above, you should do the following:

1. Correct any inaccurate information through the credit reporting agency or screening company as per their policy.
2. Request the credit reporting agency submit a corrected credit history to the appropriate screening company.
3. Upon receipt of the corrected and satisfactory information, your application will be re-evaluated for the next available rental home/unit. No rental home/unit will be held during this process.

XI. DISABLED ACCESSIBILITY

Secure Properties, LLC allows existing premises to be modified at the full expense of the disabled person. We may require the disabled person to agree to restore the premises to the pre-modified condition (per Fair Housing laws). Prior to modifying the premises, the following must be done:

1. The applicant must obtain the landlord's approval.
2. Reasonable assurance must be received in writing, that the work will be performed in a professional and workman manner, as well as details of the work to be completed, and names of qualified contractors to be used.
3. Appropriate building permits and required licenses will be reviewed by the landlord.
4. Restoration, in certain circumstances where the modification would make the apartment less desirable to future residents, may require a deposit to be placed in an interest bearing account and will be used for necessary restoration costs, not including normal wear and tear and/or non-required restorations.

X. ASSISTED LIVING

Applicants requiring the assistance of a permanent or temporary live-in caregiver will be required to have the caregiver also fill out an application and pay the application fee of \$20. A limited screening involving a credit report (for identification purposes) and a criminal background check will be performed. Caregiver must meet apartment community requirements regarding criminal history and rental history relating to conduct, or their application will be denied. Caregivers will be required to execute a Temporary Occupancy Agreement.

XI. NON-DISCRIMINATION POLICY

Secure Properties, LLC complies with all federal, state, and local Fair Housing laws. We do not discriminate in any aspect in the rental or management of our rental homes/units on the basis of race, color, religion, sex, disability, familial status, national origin, marital status, sex, disability, or age.

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